

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF CRIMINAL BACKGROUND )	
CHECKS FOR JUDICIAL BRANCH )	ADMINISTRATIVE ORDER
VOLUNTEERS AND PERSONS ALLOWED )	NO. 2004-173
TO OCCUPY COURT FACILITIES )	
_____ )	

**WHEREAS:** In recent years terrorism and workplace violence have skyrocketed. National and local security has been the topic of much concern and discussion.

**WHEREAS:** The Judicial Branch of the State of Arizona in Maricopa County, a criminal justice agency as defined by A.R.S. §41-1750, seeks to better secure and protect the public and employees that use and visit courthouse facilities.

**WHEREAS:** A.R.S. §41-1750 (G)(2) authorizes the Presiding Judge of the Superior Court to adopt an administrative order authorizing criminal background checks for Judicial Branch volunteers;

Accordingly,

**IT IS ORDERED:**

1. All current and prospective volunteers for the Judicial Branch in Maricopa County and any persons allowed to occupy Court facilities, such as but not limited to Family Law Assistance Project personnel, Change of Venue personnel, etc., shall furnish to the Court or its designee a full set of fingerprints to enable the Court to conduct a criminal background investigation to determine the suitability of the individual. The Court or its designee shall submit the completed fingerprint card to the Department of Public Safety in conjunction with the request for criminal history record information. Depending on the availability of funds, the volunteer and/or persons allowed to occupy Court facilities, shall bear the cost of obtaining the individual's criminal history information. Criminal history records checks shall be conducted pursuant to A.R.S. §41-1750 and P.L. 92-544. The Department of Public Safety is authorized to exchange the submitted fingerprint card information with the Federal Bureau of Investigation for a national criminal history records check.

2. This administrative order shall be effective as soon as reasonably practicable.

3. This Order supercedes any prior order relating to criminal background checks, including Administrative Order number 2004-093 dated July 6, 2004, and Amended Administrative Order number 2004-093 dated September 1, 2004.

DATED: October 20, 2004.

---

Colin Campbell  
Presiding Judge

Original: Clerk of the Superior Court

Copies: Marcus Reinkensmeyer, Trial Courts Administrator  
David Smith, County Administrator  
William J. Duffy, Security Director  
Judicial Executive Committee Members  
Judicial Branch Management Committee Members